

## JOB PROFILE – ACCOUNTS ASSISTANT GATESHEAD

**Measures of Performance:**

* Meet targets/objectives while maintaining customer/company standards as appropriate
* Achievement of departmental/personal KPI’s
* Internal/external customer compliance
* Personal development via training initiatives/skills matrices

# Knowledge & Skills:

* Previous experience in a similar role ideally in a manufacturing environment
* High level of attention to detail
* Microsoft Navision experience preferable
* Must be able to work using own initiative as well as being part of a team
* Professional attitude
* Numerate with the ability to communicate effectively both internally and externally at all levels
* Ability to work well under pressure and prioritise to meet monthly deadlines
* Demonstrates a ‘can-do’ attitude

# Core Competencies:

* Adherence to company procedures and legislative requirements
* Adherence to company Communications Policy
* Continuously evaluate own development and business needs to satisfy ever changing requirements of the business
* Assist in the training and development of others to ensure adequate cover for holidays and sickness etc…

**Key Accountabilities:**

1. Timely and accurate processing of supplier Invoices to agreed terms for the company ensuring they comply with all UK VAT regulations
2. Liaise with Procurement for 3 way match process in Navision within agreed tolerances
3. Supplier master data maintenance
4. Payment of suppliers via weekly payment runs
5. Resolution of price and quantity queries with suppliers prior to payment
6. Reconciliation of supplier statements resolving balancing items with internal stakeholders and suppliers
7. Management and continuous review of creditors ledger
8. Processing and payment of travel and business expenses
9. Any other ad-hoc work as requested to support the finance function
10. Ensure compliance with all health, safety, quality and employee handbook procedures and practices

**Purpose**: To ensure accurate and timely transactional processing of supplier invoices/payments to support the delivery of financial information for the business

**Department:** Finance

**Reporting to**: Finance Manager